

## DEFINITIONS FOR THE OPP FISCAL EXPENDITURE CATEGORIES

These definitions will be provided on the OPP expenditure page(s) within the online Annual Report. The definition will appear when the user holds their cursor over the term being defined. **NOTE: Personnel (staff) related costs are to be included in the appropriate budget subcategory for the activity.**

Collection		
1	Permanent	Expenses related to implementation of a local used oil and oil filter collection program. Programs are to provide for used lubricating oil and oil filter collection and recycling related activities including purchase of related equipment utilized in the collection, processing and storage of used oil and filters at a permanent collection center which is open to the public and which accepts used oil from the public at no charge; services utilized in the collection, hauling and recycling of used oil and used oil filters from permanent collection centers including contamination testing. Includes related personnel/staff costs.
2	Temporary/Mobile	Expenses related to collection sites that utilize at least one transportable container and operates on an intermittent schedule. Includes related personnel/staff costs.
3	Residential/Curbside	Expenses related to collection programs that allow residents to leave properly packaged used oil and used oil filters (if applicable) curbside for proper collection and recycling by a licensed third party. Includes related personnel/staff costs.
Compliance/Inspection/Visit/Enforcement		
4	Certified Center Compliance (includes Site Visits, Load Checking, and related Personnel Costs)	Expenses related to personnel costs for collection center site visits and related activities; load checking activities; collection center staff training and education.
Education		
5	Events (CCC and Non-CCC Community)	Expenses related to CCC and Non-CCC Community Events including: activities involving community outreach and education to deliver oil recycling messages; events held at or near used oil collection centers or at public events and that are intended to educate, increase used oil and used oil filter recycling and attempt to remove the barriers to effective behavior change; includes Personnel time spent directly on these activities.
6	Publicity and Education (includes Outreach)	Expenses related to public outreach and education activities designed to inform the public of the need for and benefits of collecting and recycling used oil and used oil filters; development, printing and distribution of any publicity or educational materials; media outreach activities including public education not covered under CCCs, community events or school education; development and distribution of advertising through radio, printed media, billboards, TV and other media venues; education on prevention of stormwater pollution through the proper management and recycling of used oil and oil byproducts; includes the marking of stormdrains (purchase of insert devices is not included here, refer to Materials budget category).
7	Materials/Premiums	Expenses related to educational and promotional materials; incentive items directly related to used oil and used oil filter collection and recycling activities; other materials, premiums and incentives not applicable to other expense categories that are utilized to provide education or elicit a behavior changing response from the public.

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<b>Education (continued)</b>		
<b>8</b>	School Education	Expenses related to programs and/or curriculums designed for presentation in a school environment to educate participants on responsible oil collection practices, used oil and used oil filter recycling and related messages. Includes related personnel/staff costs.
<b>Materials</b>		
<b>9</b>	Equipment/Supplies/Oil Collection Containers	Expenses related to equipment or supply purchases not described in other fiscal categories that are used exclusively for oil collection activities including but not limited to rags, oil filter crusher, bilge pads. etc.; includes purchase of oil collection containers such as drums, cans, or other receptacles used primarily for the storage or transportation of oil; purchase of equipment/ supplies related for stormwater pollution mitigation, including the installation of pollution prevention devices/inserts.
<b>Admin Costs</b>		
<b>10</b>	OPP Administration	Expenses related to Used Oil Program management and administration, staff time spent attending CalRecycle sponsored conferences/trainings, preparation of information in response to a State audits, personnel time shall be computed based on documented actual time spent on OPP-related activities and shall be based on the actual salary or hourly wage paid and shall not include vacation or sick leave time.
<b>11</b>	Indirect/Overhead Costs	Expenses not easily assigned to other categories or not readily attributable to a particular project or activity but considered necessary for the operation of the Recipient's business and the performance of the OPP. These costs shall not exceed 10% of expenditures from a single OPP cycle. Indirect/overhead costs include costs of operating and maintaining facilities, accounting services and administrative salaries that cannot be directly charged to OPP.
<b>Analysis/Evaluation/Testing/Demo</b>		
<b>12</b>	Pilot/Demonstration Projects/Other	Expenses related to localized pilot, demonstration and/or other special projects directly related to used oil and filter collection, recycling and/or used oil pollution mitigation; other expenditures directly related to used oil and used oil filter collection, outreach, education and other services not appropriate for other expense categories. Includes related personnel/staff costs.